



# CIVILIAN DRUG TESTING PROGRAM U.S. ARMY HAWAII

**“The Federal Government, as the largest employer in the nation, can and should show the way towards achieving drug-free workplaces through a program designed to offer drug users a helping hand and, at the same time, demonstrating to drug users and potential drug users that drugs will not be tolerated in the Federal workplace”**

***Ronald Reagan***  
***President of the United States of America***

**Executive Order 12564**

# **Army Substance Abuse Program (ASAP)**

- **AR 600-85, 28 Dec 2012**
- **DA Pamphlet, 600-85, 15 Oct 01**
- **DoDI 1010.09, 22 JUN 2012**
- **Expanded the program further to include both Testing Designated Positions (TDPs) and Department of Transportation (DOT) Safety**

# **Drug-Free Workplace (DFW) Program Goals**

- The goal of the Army's Drug-Free Workplace Program is to ensure that workplaces are safe, healthy, productive, and drug-free.

# **Procedures & Requirements**



**Minimum Requirement:  
50% of all  
TDP's, 10% of  
DOT Population  
Per Fiscal Year**

**Random Testing  
Initiated by  
Alcohol and Drug  
Control Officer  
(ADCO) or**

**Drug Test**

# **Drug-Free Workplace Program Objectives**

- **Assist in maintaining public health and safety, the protection of life and property, national security, and law enforcement.**
- **Deter substance abuse.**
- **Identify illegal drug abusers.**
- **Assist employees who are seeking rehabilitation for illegal drug abuse.**
- **Assist in determining fitness for appointment or retention of TDPs.**

# **Testing Designated Positions (TDP)**

## **FOCUS: SAFETY & SECURITY**

**Positions that require an employee to:**

- Electroplate critical aircraft parts**
- Authorize the incumbent to carry firearms**
- Operate a motor vehicle transporting one or more passengers on at least a weekly basis**
- Have a commercial drivers license (CDL) to drive large vehicles or to transport hazardous materials**

# **Testing Designated Positions (TDP)**

## **FOCUS: SAFETY & SECURITY**

- **Incumbent maintain Top Secret Clearance or have access to sensitive compartmented information**
- **Handle railroad/train movement and safety**
- **Handle Aviation safety and repair**
- **Have Nuclear or Chemical duties (AR 50-5 and 6)**
- **Personnel Reliability Program (PRP)**

# **Testing Designated Positions (TDP)**

## **FOCUS: SAFETY & SECURITY**

- **Control and extinguish fires**
- **Handle munitions**
- **ASAP positions in which the incumbent provides direct rehabilitation and treatment services to identified illegal drug users**
- **Medical positions**

# **Categories of Drug**

- **Testing**
  - **Applicant**
    - Before appointment to or selection of a TDP
- **Random**
  - All TDPs are subject to unannounced testing throughout the fiscal year
- **Follow-up**
  - Follow up to counseling and rehab
- **Voluntary**
  - Employees can volunteer to be tested

# **Categories of Drug**

## **Testing**

- Injury, Accident or Unsafe Practice**
  - Employees are subject to testing when there is an examination authorized by a commander regarding an accident or unsafe practice.**
  - Based on circumstances of an accident if their actions are reasonably suspected of having caused or contributed to an accident that results in a death or personal injury requiring immediate hospitalization or damage to government or private property estimated to be in excess of \$20,000.**
- Reasonable Suspicion**
  - May be required of any employee in any position when there is a reasonable suspicion of drug use.**

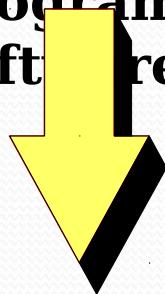
# **Reasonable Suspicion Process**

- **Supervisor will gather and document all information, facts, and circumstances leading to and supporting the suspicion.**
- **Supervisor will consult with CPAC, and if indicated, contact legal advisor when there is reasonable suspicion of criminal conduct of alcohol or drugs (trafficking, theft, or illegal possession).**

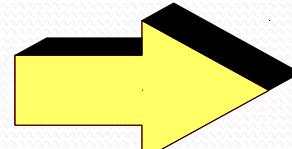
# Notification Process

Random

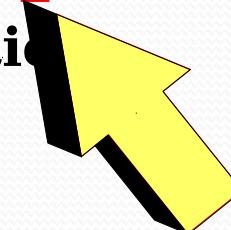
selection using drug testing program software



ASAP sends email notification to Supervisor a day before testing



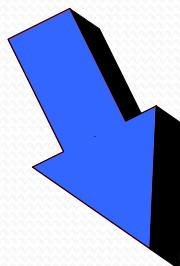
Employee must report to testing site with completed notification document from supervisor and picture ID within **2** hours of notification



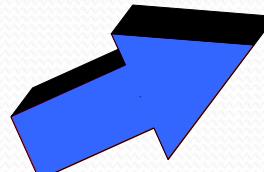
Supervisor **VERBALLY** notifies employee on designated testing day and provides completed **13**

# Employee Unavailable

**Random  
selection  
using drug  
testing  
program  
software**



**ASAP sends  
email  
notification to  
Supervisor a  
day before**



**Supervisor will  
notify ASAP  
reason of  
employees  
absence and  
expected return**

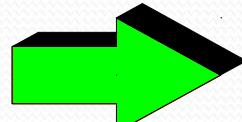
# Employee Fails to Report

Random

selection using drug testing program software



ASAP sends email notification to Supervisor a day before testing day



Supervisor takes appropriate action-contact CPAC LMER & Legal



Employee does not report to testing site within **2 hours**; ASAP notifies Supervisor



Supervisor **VERBALLY** notifies employee



# Drugs Tested



- **Amphetamines**
  - *Methamphetamines, Ecstasy*



- **Cocaine**

- **Marijuana (THC)**
  - *Hash, Hash Oil*



- **Opiates**
  - *Codeine, Heroin, Morphine*



- **Phencyclidine (PCP)**

# Split Collection

- As of 1 Oct 2010 all urine tests are Split Collections.
- Specimen volume must be at least 45 ml, split into one 30ml and one 15ml aliquot. This procedure ensures that the donor will have access to a split specimen that was not opened by the laboratory testing the primary specimen.

# CHAIN OF CUSTODY

**Emphasis on integrity,  
security, and proper  
identification from  
collection site to the  
lab**



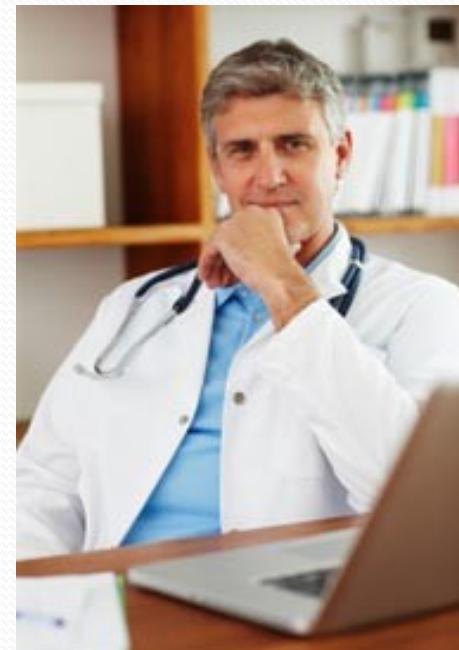
# **REPORTING RESULTS**



- **Negative**
- **Positive**
- **Test not Perform**

# **MEDICAL REVIEW OFFICER**

**Review for  
possible alternate  
medical  
explanations  
PRIOR to  
reporting results  
to ASAP**



# MRO Positive Results

When the MRO determines there is no medical justification for the positive result, the result is now considered a verified positive test.

MRO contacts the ASAP.



ADCO will notify the employee's supervisor of the verified positive and the EAP Coordinator (EAPC).

Supervisor will contact servicing CPAC Rep and Legal if applicable, for guidance.

Civilians with a verified positive drug test **WILL NOT** remain in a TDP.



Referral to the EAPC is **MANDATORY!**

# **CONSEQUENCES OF POSITIVE URINALYSIS**

- **Loss of TDP**
- **Switch to non-TDP**
- **Removal from service if non-TDP is unavailable**
- **Adverse action for misconduct**



# Commonly Asked Questions



- ***Is direct observation involved?***

- No, employee will use either a private bathroom or a bathroom with individual stalls. Exceptions include situations where tampering is suspected or the MRO directs observed testing.

- ***What happens if an employee is on leave or TDY when randomly selected?***

- The person must be tested within 5 working days of their return.

- ***What happens if I am at work, but unable to break away?***

- If a supervisor or activity chief determines that an employee absolutely can't be tested during his/her entire shift, then the employee will be flagged as indicated above.



# Commonly Asked Questions

- ***Is there an appeal process for those testing “positive?”***
  - No, though an employee may file a grievance over an administrative action taken by management as a result of a positive drug test.
  - Employee may request a re-test of the second vial of the initial split urine sample.
- ***What happens if an employee fails to show for testing or refuses to submit a urine sample?***
  - Employees who are available but fail to report for testing will be treated as if they had tested **positive**, and will be subject to disciplinary action.
- ***What happens if I am unable to produce a sample?***
  - Employee will be directed to drink water at the test site, over the course of three hours from initial attempt, or until they are able to produce a sample.



# Commonly Asked Questions

- ***What happens if I test positive as a result of taking prescribed medication?***
  - The MRO will personally call those employees testing positive to check for possible medical explanations.
- ***What happens if I admit to illegal drug use prior to being notified that I must report for random testing?***
  - Such employees will be subject to disciplinary action, but such discipline may be reduced in severity or dropped if employee seeks and completes a treatment program and refrains from further drug usage.



# Commonly Asked Questions

- ***What should I do if I currently am illegally using drugs?***
  - Stop and Seek Help!
    - **Employees may contact the Employee Assistance Program (EAP) at 655-6046 or 655-6047 for assessment and possible referral to local mental health providers or treatment centers. All requests for assistance are strictly confidential.**
    - **DOD beneficiaries may also contact a base Chaplain, their Primary Care Provider, or one of the behavioral health departments for assistance.**



## **PROVIDING A SAFER, MORE SECURE WORKPLACE THROUGH EXPANDED CIVILIAN DRUG TESTING**

**ARMY SUBSTANCE ABUSE PROGRAM  
Building 2091 Kolekole Avenue  
Schofield Barracks, HI 96857  
Office: 808-655-6050  
Fax: 808-655-6045**



**For more information:**

**[www.garrison.hawaii.army.mil/asap](http://www.garrison.hawaii.army.mil/asap)**

**The Army Center for Substance Abuse Program  
[www.acsap.army.mil](http://www.acsap.army.mil)**